

84-9273

20 November 1984

MEMORANDUM FOR: Director of Training and Education
FROM: Deputy General Counsel
SUBJECT: Production of Videotapes for OGC

Hal:

1. This to request the assistance of your office in the production of several videotapes that we would like to develop. Those that we have already identified as ones that are excellent candidates for development are as follows:

a. Executive Order 12333. This videotape will assist our employees, contractors and others to understand the requirements of the Executive Order governing intelligence activities. It is one that John McMahon urged some time ago that we develop.

b. Legal Consideration for New Employees. This videotape could be used during the orientation of our new employees to focus their attention on legal issues that they may encounter as employees of the Agency. It would not attempt to make lawyers of our employees but only to assist them in identifying legal issues and knowing where to go within OGC to obtain assistance.

c. Financial Disclosure for New SIS Members. This videotape would explain to newly promoted SIS employees how to complete SF 278 the financial disclosure form required by the Ethics in Government Act. The Agency's Financial Disclosure Review Panel has strongly urged that new SIS personnel be instructed as soon as they are promoted in the intricacies of the disclosure requirements before the 30-day period lapses in which new SIS members have to complete the disclosure form.

d. The Practice of Law at the Agency. This videotape would be focused on issues that new Agency lawyers would face and would assist them in dealing with problems in the early stages of their practice in OGC.

e. Law School Recruitment. This videotape would outline, for law school students, the attributes of the practice at the Agency and would facilitate recruiting on campus law schools on a more efficient basis. Through the use of such a videotape the actual on campus interview could focus more exclusively on the individual student rather than having to devote a substantial amount of the very short interview time to explaining details of the practice.

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2. I have very generally discussed these projects and their basic structure with the Media Production Branch (Don [redacted]) and [redacted] during my recent visit [redacted] for our annual OGC attorney conference. Both thought they could be of assistance in these efforts and given that I am certainly not looking toward producing these video tapes on an immediate basis, they though they could be helpful. However, they ask that I get your formal approval. Obviously, if you have any questions do not hesitate to give me a call.

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APPROVED

[redacted]
Director of Training & Education

13/5/84
Date

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DISAPPROVED:

Director of Training & Education

Date